

ARLINGTON CENTRAL SCHOOL DISTRICT
144 TODD HILL ROAD, LAGRANGEVILLE, NY 12540

DIRECT DEPOSIT AUTHORIZATION AGREEMENT

Employee Information:

Name: _____ Social Security #(last 4 only): _____
Building Location: _____ Phone Number: _____

New Bank Information:

Total direct deposit must equal your net check. **List only accounts for Direct Deposit.**

Account #1

Bank Name: _____

ABA/Routing # _____

Checking Account #: _____

or

Savings Account #: _____

___ Deposit Entire Check

___ Deposit % _____ \$ _____

Account #2

Bank Name: _____

ABA/Routing # _____

Checking Account #: _____

or

Savings Account #: _____

___ Deposit Entire Check

___ Deposit % _____ \$ _____

Old Bank Information:

Provide Bank Information if you are **STOPPING** Direct Deposit into an existing account.

Account #1

Bank Name: _____

ABA/Routing # _____

Checking Account #: _____

Savings Account #: _____

___ Stop Entire Check

___ Stop % _____ \$ _____

Account #2

Bank Name: _____

ABA/Routing # _____

Checking Account #: _____

Savings Account #: _____

___ Stop Entire Check

___ Stop % _____ \$ _____

By signing this form, the consents to allow the Arlington Central School District, through the financial institution, to debit the account, upon notice to the account owner, in order to recover any salary to which the employee was not entitled, which was deposited to the account in error or by mistake. This means of recovery shall not prevent the Arlington Central School District from utilizing any other lawful means to retrieve salary payments to which the employee is not entitled. This authorization is to remain in full force and is effective until the Arlington Central School District has received written notification from me of its termination in such time and manner as to afford the Arlington Central School District and the financial institution a reasonable opportunity to act on it.

Employee Name (print)	Signature	Date

PLEASE NOTE: INCOMPLETE FORMS WILL BE RETURNED TO YOU WITHOUT BEING PROCESSED

Attach a voided check, deposit slip, or other bank account verification.

Effective 7/1/16

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SIGN UP FOR DIRECT DEPOSIT - INFO BELOW

IF YOU HAVE QUESTIONS ABOUT DIRECT DEPOSIT, CALL CHERYL LEFEVER IN THE BUSINESS OFFICE AT CAO 486-4450, EXT. 20174.

YES, you can have your paycheck deposited in up to two (2) accounts. These accounts can both be at the same bank or at different banks. **Your total direct deposit must equal your net check.**

YES, you can make changes to an existing direct deposit. If you are changing your bank or bank account, complete the **Old Bank Information** for the direct deposit you wish to STOP and **New Bank Information** for the NEW account. Please allow one pre-note test for the new account before the new direct deposit will take effect. You may receive a traditional paycheck if a pre-note period is required. If changing only the amount to be deposited into an existing account, fill in the authorization form under **New Bank Information** with the new amount(s) to be deposited.

YES, you will continue to get an earnings statement on each payday; these will be delivered in the same way your paycheck is now.

YES, you are still responsible for checking with your bank to determine that any distribution of your check was handled as you requested. This can generally be done quite easily at your bank's telephone or online access sites.

YES, once you set up direct deposit, it will remain in effect until you notify payroll in writing of any changes. Contact Marcel Miench in the Business Office at CAO immediately of changes to your direct deposit.

YES, you must attach a voided check or deposit slip to each authorization agreement you are submitting.

PLEASE NOTE THAT INCOMPLETE OR INCORRECTLY FILLED OUT FORMS WILL BE RETURNED TO YOU WITHOUT BEING PROCESSED.
PLEASE RETAIN THIS INFORMATION FOR YOUR RECORDS